



APPLICATION FOR COSMETOLOGY SCHOOL LICENSE

State Form 45654 (R2 / 1-02)

Approved by State Board of Accounts, 2001

LICENSE FEE: \$400.00

* Social Security number and/or Federal ID number is requested by this agency in accordance with IC 4-1-8-1, and it is not mandatory that it be given. These numbers are available to the Indiana Department of Revenue.

State Board of Cosmetology Examiners
Indiana Professional Licensing Agency
Indiana Government Center South
302 West Washington Street, Room E034
Indianapolis, Indiana 46204-2246
Telephone: (317) 232-2980

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR COSMETOLOGY SCHOOL LICENSE

(New School, New Ownership [other than corporation] and / or Change of Location)

PLEASE: 1. Type or print

2. Enclose \$400.00 license fee (*check or money order made payable to the Indiana Professional Licensing Agency*)

PREREQUISITES FOR APPROVAL: 1. Letter of Intent must be filed; and

2. Final inspection by designee at the Board.

PURSUANT TO 820 IAC 2-1-4, THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS:

- (A) The contract which is to be used between the cosmetology school and its students which must include the school's refund policy;
- (B) A report from the office of the state fire marshal showing compliance with fire safety laws (*see page 3 of this form*);
- (C) A copy of the cosmetology school's deed for the property where the cosmetology school is located or a lease for at least one (1) year showing that the premises are to be used as a cosmetology school;
- (D) A budget for the first year of operation of the cosmetology school;
- (E) A financial statement on a form provided by the board (*see page 3 and 4 of this form*);
- (F) A floor plan of the cosmetology school of at least 3,000 square feet which shall show, in detail, the following:
 - 1) the placement of students
 - 2) classroom entrances and exits
 - 3) space for waiting customers (*indicating number of chairs*)
 - 4) separate student and public cloakroom spaces
 - 5) separate restrooms for men and women; and
- (G) A list of licensed instructors who will be teaching in the cosmetology school (*including license numbers*).

I. _____ hereby apply for issuance of a license to
(*Name of school owner / officer / partner*)
operate _____ as a cosmetology school.
(*Name of cosmetology school*)

II. Address of cosmetology school (*number and street, city, state, ZIP code*)

III. Cosmetology school telephone number
()

IV. Social Security and / or Federal ID number *

V. Name(s) and address(es) of cosmetology school owner(s):

Name of owner

Address (*number and street, city, state, ZIP code*)

Name of owner

Address (*number and street, city, state, ZIP code*)

Name of owner

Address (*number and street, city, state, ZIP code*)

VI. Name(s) and address(es) of corporate officers of corporation (*if applicable*)

Name of corporate officer

Address (*number and street, city, state, ZIP code*)

Name of corporate officer

Address (*number and street, city, state, ZIP code*)

Name of corporate officer

Address (*number and street, city, state, ZIP code*)

VII. Name(s) and address(es) of partners of partnership (if applicable)		
Name of partner		
Address (number and street, city, state, ZIP code)		
Name of partner		
Address (number and street, city, state, ZIP code)		
VIII. The school will be operated under the personal supervision of the licensed cosmetology instructor listed below:		
Name of instructor		
Address (number and street, city, state, ZIP code)		
License number		
IX. Affirmation and Notary Certificate		
<p><i>I, the undersigned, do hereby swear and affirm, pursuant to IC 25-8-5-3, that:</i></p> <p>(A) _____ cosmetology school will require its students to successfully complete at least one thousand five hundred (1,500) hours of course work as a requirement for graduation;</p> <p>(B) no more than eight (8) hours of course work may be taken by a student during one (1) day; 1) Pursuant to 820 IAC 4-1-5. Hours in session: Students in cosmetology schools must be enrolled for no fewer than twenty (20) hours and no more than forty-eight (48) hours a week.</p> <p>(C) the course work will instruct the students in all theories and practical application of cosmetology including the: 1) histology of hair, skin, muscles, and nerves; 2) structure of the head, face, neck, arms, and hands; 3) structure of legs and feet for electrologists and pedicurists; 4) elementary chemistry of sterilization and antiseptics; and 5) diseases of the skin, hair, and glands;</p> <p>(D) the school will provide one (1) instructor for each twenty (20) students or any fraction of that number;</p> <p>(E) the school will operated under the personal supervision of a licensed cosmetology instructor;</p> <p>(F) any building permit, certificate of occupancy, or other planning approval required under IC 22-15-3 and IC 36-7-4 to operate the school has been obtained;</p> <p>(G) the school, if located in the same building as a residence will: 1) be separated from the residence by a substantial floor to ceiling partition; and 2) have a separate entry.</p> <p>(H) the fee set forth in IC25-8-13-3 has been paid;</p> <p>(I) the cosmetology school and its employees will comply with the provisions set forth in the State Board of Cosmetology Examiners statute and rules (IC 25-8 and Title 820);</p> <p>(J) I, or owner(s), or officer(s), or partner(s), <input type="checkbox"/> have <input type="checkbox"/> have not committed an act that would be grounds for refusal to issue license under IC 25-8-14-2, (if an act or acts have been committed, please attach supporting documentation concerning same);</p> <p>(K) I am the owner / officer / partner of the aforementioned cosmetology school; and</p> <p>(L) I have personally prepared the foregoing application and that the same is true to the best of my knowledge and belief.</p>		
Signature of applicant	Printed name of applicant	Date signed (month, day, year)
NOTARY CERTIFICATE (SWORN OATH)		
STATE OF _____ } COUNTY OF _____ } SS:		
I, _____, having been duly sworn on oath, say that I am the above-named, that I have personally prepared the foregoing application, and that the same is true to the best of my knowledge and belief.		
Signature of owner/officer/partner	Signature of Notary Public	
Printed or typed name of owner/officer/partner	Printed or typed name of Notary Public	
Date subscribed and sworn to Notary Public	County of residence	Date commission expires

INSTRUCTIONS REGARDING STATE FIRE MARSHAL REPORTS

The Indiana State Board of Cosmetology Examiners Rules require submission of State Fire Marshal report with the school application.

It is your responsibility to contact the State Fire Marshal and request the inspection of your facility. Pursuant to notification from the State Fire Marshal, your request must:

1. Be submitted in writing to the office of the State Fire Marshal;
2. Include all pertinent information to locate and properly inspect the facility; and
3. Include proposed date for opening school.

The board will not attempt to procure an early inspection date, or interfere with the inspection request in any manner.

Please send your written request to the following address: Department of Fire Prevention and Building Safety
Office of the State Fire Marshal
302 West Washington Street, Room E241
Indianapolis, Indiana 46204

FINANCIAL STATEMENT IN SUPPORT OF APPLICATION FOR COSMETOLOGY SCHOOL LICENSE

[Pursuant to 820 IAC 2-1-4(a)(5)]

THIS FINANCIAL STATEMENT MUST BE COMPLETED BY A CERTIFIED PUBLIC ACCOUNTANT.

Name of school owner / officer / partner

Name of cosmetology school

Cosmetology school address (*number and street, city, state, ZIP code*)

ASSETS, LIABILITIES AND EQUITIES OF COSMETOLOGY SCHOOL (See *Financial Statement Explanation* with corresponding number for each line number below)

A. ASSETS / LIABILITIES

ASSETS

1. Cash in banks		\$
2. Negotiable investments		\$
3. Prepaid investments		\$
4. Merchandise		\$
5a. Accounts receivable (<i>students</i>)		\$
5b. Accounts receivable (<i>other</i>)		\$
6. Total current assets		\$
7. Equipment (<i>cost</i>)	\$	
Less depreciation	\$	
8. Land		\$
9. Building		\$
10. Other assets (<i>ALL</i>)		\$
TOTAL ASSETS	\$	

LIABILITIES

12. Accounts payable		\$
13. Notes payable (<i>one year</i>)		\$
14. Other payables		\$
15. Unearned tuition		\$
16. Total current liabilities		\$
17. Long term debts		\$
18. Other liabilities		\$
19. Total liabilities		\$
20. Owner(s) capital		\$
21. Capital stock		\$
22. Paid-in surplus		\$
23. Retained earnings		\$
24. TOTAL LIABILITIES AND EQUITY	\$	

B. In the event any one of the two following exist from "A", a personal financial statement and guarantee could help the school meet the financial responsibility tests if its own financial statement does not meet them: 1. Line 16 is greater than line 6. 2. Line 19 is greater than Line 11.

C. Detailed description of method used in earning tuition income:

D. I verify that the foregoing is true and correct to the best of my knowledge, information and belief.		
Signature of preparer	Printed name of preparer	Date signed (<i>month, day, year</i>)
NOTARY CERTIFICATE (SWORN OATH)		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> STATE OF _____ COUNTY OF _____ </div> <div style="width: 5%; text-align: center; font-size: 2em;">}</div> <div style="width: 50%;"> SS: _____ I, _____, having been duly sworn on oath, say that I am the above-named, that I have personally prepared the foregoing affidavit, and that the same is true to the best of my knowledge and belief. </div> </div>		
Signature of owner / officer / partner	Signature of Notary Public	
Printed or typed name of owner / officer / partner	Printed or typed name of Notary Public	
Date subscribed and sworn to Notary Public	County of residence	Date commission expires
FINANCIAL STATEMENT EXPLANATION		
<p>ASSETS:</p> <ol style="list-style-type: none"> 1. Cash in banks: firm corporation/partnership must show cash in all accounts (<i>including savings accounts</i>). 2. Negotiable investments: include any investments that could be converted to cash immediately or within one (1) year. If investments are stocks and/or bonds, attach schedule showing name of stocks and/or bonds and market value. 3. Prepaid expenses: include any monies paid for future expenses. Examples: insurance premiums, deposits, and service contracts paid for the following year. 4. Merchandise: include cost of merchandise on hand to be used for demonstration and instruction that could be sold. 5a. Accounts receivable: list all monies owed to the school by enrolled students by contingent contracts. 5b. Total of all other accounts receivable other than student contracts. 6. Total current assets: total of amounts shown under items (1) through (6). 7. Equipment: include fixed assets required to operate the school (<i>examples include desks, tables, chairs, lighting, equipment, etc.</i>) less depreciation. 8. Land: include land owned by the school. 9. Building: include building owned by the school less depreciation. 10. Other assets: include other assets owned by the school less depreciation. 11. Total assets: total of amounts shown under items (6) through (10). <p>LIABILITIES:</p> <ol style="list-style-type: none"> 12. Accounts payable: list all monies the school owes to creditors payable within one (1) year. Examples: utility bills, rent, merchandise purchased on open accounts, service contracts, payroll, and sales taxes. 13. Notes payable: include all note payments due and payable within one (1) year. 14. Other payables: itemize any other amounts owned and payable within one (1) year. 15. Unearned tuition: represents tuitions paid in advance by students and/or amounts shown as accounts receivable tuition. Complete section describing the method used to record earned tuition income. 16. Total current liabilities: total of amounts shown under items (12) through (15). 17. Long term debt: include all obligations owed by the school payable in more than one (1) year. Examples: long term loans, equipment leases, auto loans, owner(s) or officer(s) or partner(s) loans. 18. Other liabilities: include all other amounts owed by the school. 19. Total liabilities: total of amounts shown under terms (16) through (18). 		